

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF CRIMINAL JUSTICE SERVICES
PRIVATE SECURITY SERVICES SECTION
P.O. Box 10110
Richmond, VA 23240-9998
(804) 786-4700
www.dcjs.state.va.us/privatesecurity

TRAINING SCHOOL COMPLIANCE INSPECTION

Training School: _____
Training School Director: _____
Address: _____
Date: _____ School#: _____ Audit#: _____

PART 1 General Provisions

	Comp.	Non/Comp.	N/A
1. School address, 6 VAC 20-171-250.1	[]	[]	[]
2. Designated training director, 6 VAC 20-171-250.2	[]	[]	[]
3. Notification- instructors or SMS, 6 VAC 20-171-250.5	[]	[]	[]
4. Display training school certification, 6 VAC 20-171-250.6	[]	[]	[]
5. Liability insurance, 6 VAC 20-171-250.7	[]	[]	[]
6. Notification of convictions, 6 VAC 20-171-250.8	[]	[]	[]
7. Any change in ownership, 6 VAC 20-171-250.10	[]	[]	[]
8. Any change in operating name, 6 VAC 20-171-250.11	[]	[]	[]
9. Any change in entity, 6VAC 20-171-250.12	[]	[]	[]
10. Maintain authorization for SMS, 6 VAC 20-171-250.13	[]	[]	[]
11. Lesson plans/each training subject, 6 VAC 20-171-250.14	[]	[]	[]
12. Lesson plans/ entry level subject, 6 VAC 20-171-250.15	[]	[]	[]
13. Lesson plans/in-service subject, 6 VAC 20-171-250.16	[]	[]	[]
14. Lesson plans/each firearms subject, 6 VAC 20-171-250.17	[]	[]	[]
15. Date lesson plans/handouts, 6 VAC 20-171-250.18	[]	[]	[]
16. Ensure DCJS has current copies of the following: 6 VAC 20-171-250.19			
a) List of all training locations	[]	[]	[]
b) List of all firing ranges	[]	[]	[]
c) List of all SMS	[]	[]	[]
d) Current copies of course outlines	[]	[]	[]
17. Report firearm discharges, 6 VAC 20-171-250.21	[]	[]	[]
18. Utilize certified instructors, 6 VAC 20-171-260.3	[]	[]	[]
19. Maintain current files that include, 6 VAC 20-171-260.4			
a) attendance records	[]	[]	[]
b) master final examination	[]	[]	[]
c) pass/fail recording of exam and firearms scores	[]	[]	[]
d) training completion rosters	[]	[]	[]
e) training completion forms/each student for 3 years	[]	[]	[]
20. School number/advertising materials, 6 VAC 20-171-260.7	[]	[]	[]
21. Session Notification Forms, 6 VAC 20-171-300.B.1	[]	[]	[]
22. Changes-TSN Form, 6 VAC 20-171-300.B.2	[]	[]	[]

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.

Additional forms attached: ☐ Yes ☐ No

Print Name _____